



The
STATE OF ILLINOIS
and the
PRESCOTT E. BLOOM
INTERNSHIPS IN GOVERNMENT
PROGRAM
present

2009 APPLICATION FOR
JAMES H. DUNN, JR.
MEMORIAL FELLOWSHIP PROGRAM
and
VITO MARZULLO INTERNSHIP
PROGRAM

PROGRAM BACKGROUND

The State of Illinois is strongly committed to improving public service for its citizens. The attainment of this goal requires hard work and dedication of qualified public service professionals. Recruiting recent college graduates nationwide has proven to be one of the best ways to attain this goal. The Governor's Yearlong Fellowship Program was established in 1979 and renamed for the James H. Dunn, Jr. Memorial Fellowship Program in 1981 by Executive Order 7 to honor a Rockford, Illinois citizen for his outstanding contribution to public service.

An internship program to accommodate candidates who are Illinois residents was created. Alderman Vito Marzullo, the long-time dean of the Chicago City Council, typifies the life-long commitment to public service that made Chicago the "City That Works." It is appropriate that Alderman Marzullo's service to this community is honored by the successful continuation of this internship in his name.

Executive Order 3 in 1986 brought all fellowship and internship programs administered by the Governor's Office under the aegis of the Prescott E. Bloom Internships in Government Program. No one understood the benefit of government internship programs to both the State and the individual better than the late State Senator Prescott E. Bloom. From 1976 until his premature death in 1986, Senator Bloom sponsored his own annual internships, which successfully introduced hundreds of high school and college students to the inside of State government.

The aim of the James H. Dunn Fellowship and Vito Marzullo Programs is to attract bright, highly motivated individuals and to give them a broad overview of State government that provides a unique, "hands-on" experience. Fellows and interns learn about budgetary, legislative, and programmatic areas of State government that will benefit them as public service professionals and provide them with a unique opportunity to advance into policy-making positions.

OBJECTIVES

Through the James H. Dunn, Jr. Memorial Fellowship Program and Vito Marzullo Internship Program, the State hopes to accomplish the following:

- Offer a governmental initiative to meet the public sector's future need for competent administrators
- Provide a public sector management training program that encourages talented college graduates to consider careers in State government
- Enable college graduates to supplement their academic backgrounds with practical experience in areas such as policy analysis, program administration and legislative process
- Achieve affirmative action through the nomination of qualified minorities, women and persons with disabilities
- Enable the Prescott E. Bloom Internships in Government Program to play an ever-increasing role in State government as new fellows enter public service and former fellows advance into management positions

NATURE OF THE PROGRAM

Candidates apply for both James H. Dunn Fellowships and Vito Marzullo Internships through only one application. If selected for a program, candidates will be named Dunn Fellows or Marzullo Interns based on their residency at time of application. As Dunn Fellows and Marzullo Interns perform the same type of work on a regular basis, there is no substantive, work-related distinction between the Dunn and Marzullo programs. Fellows and Interns receive the same benefits and responsibilities.

Most fellows and interns will be placed in positions with the Office of the Governor executive staff, positions in the Governor's Office of Management and Budget and in the Governor's Legislative Office. The Governor's Office of Management and Budget, a vital part of the Office of the Governor, is responsible for the development of the state's multi-billion dollar budget. The Legislative Office is the Governor's chief lobbying arm with the Illinois General Assembly. Other fellows will be placed in various agencies under jurisdiction of the Office of the Governor. The program is primarily based in Springfield, Illinois, with limited placements in Chicago and Washington, D.C.

ELIGIBILITY CRITERIA

The minimum qualification for both the Dunn Fellowship and Marzullo Internship is completion of a bachelor's degree by the commencement of the program in August. While there are no preferences to specific undergraduate or graduate fields or majors, the program seeks candidates who have demonstrated a substantial commitment to excellence as evidenced by academic honors, leadership ability, extracurricular activities and involvement in community or public service.

SELECTION PROCESS

Senior members of the Office of the Governor and the Illinois Department of Central Management Services, Personnel Department conduct the initial screening of applications. Approximately 50 applicants will be selected for interviews. Based upon the results of the interview process, a final selection of fellows and interns will be made.

Fellows and Interns are classified as full-time employees of the State of Illinois and are entitled to the benefits extended to all state employees including a salary, paid holidays, sick and vacation days and health and life insurance. The approximate annual salary is \$31,332 (subject to adjustment before start of the fellowship). Candidates are selected from public, private and comprehensive colleges and universities in both the United States and abroad.

Schools from which past fellows have been selected include: University of Albany, Alverno College, Ankara University, Appalachian State University, University of Arizona, Arizona State University, Austin College, Barnard College, Berklee College of Music, Blackburn College, Boston University, Bradley University, Brandeis University, Brewton Parker College, Brown University, Butler University, University of California, Carnegie Mellon, Central College, University of Central Arkansas, Chatham College, University of Chicago, Claremont McKenna College, Clark Atlanta University, Colgate University, Columbia University, University of Connecticut, Cornell University, Dartmouth College, University of Dayton, DePaul University, Drake University, Drexel University, Duke University, Eastern Illinois University, Eureka College, University of Florida, George Washington University, Georgetown University, Gonzaga University, Harvard University, College of the Holy Cross, Illinois College, Illinois State University, University of Illinois at Champaign/Urbana, University of Illinois at Chicago, University of Illinois at Springfield, Wesleyan University, Indiana University, Iowa State University, University of Iowa, University of Kansas, Knox College, Lake Forest College, Lawrence University, Loyola University, MacMurray College, McKendree College, Metro State University, Miami University, University of Michigan, Michigan State University, Middle Tennessee State University, Millikin University, Monmouth College, Moorehouse/Webster University, Mount Mercy College, Mundelein College, University of Nebraska, New York University, University of North Carolina, North Central College, North Park University, Northern Illinois University, Northwestern University, University of Notre Dame, Ohio State University, University of Oregon, Princeton University, Principia College, Purdue University, Quincy University, Regent University, Rend Lake College, Rust College, University of St. Francis, St. Mary's College, St. Olaf College, Saint Xavier University, Smith College, Southern Illinois University, Southwest Missouri State University, Southeast Missouri State College, Stanford University, Stephens College, Swarthmore College, Syracuse University, Texas A&M University, Trinity University, Valparaiso University, Vanderbilt University, University of Virginia, Wabash College, Wake Forest University, University of Warsaw, Washington University, Washington and Lee University, Webster University, Western Illinois University, Wheaton College, College of William and Mary, University of Wisconsin, Wittenberg University, and Yale University.

CALENDAR

October 2008	Applications are made available
January 31, 2009	Applications must be postmarked by this date. Applications not postmarked by January 31, 2009 will be returned
February 2009	Screening of applications
March/April 2009	Interviews
April/May 2009	Successful applicants notified
May/June 2009	Placements announced
August 1, 2009	Fellowship commences
July 31, 2010	Fellowship ends

FOR FURTHER DETAILS OR INFORMATION CONTACT:

Mary Anne Baker, Dunn Fellowship Program Administrator
Illinois Department of Central Management Services
503 Stratton Office Building
Springfield, Illinois 62706
Phone: 217.524.1381 • Fax: 217.558.4497 • TDD: 217.785.3979

INSTRUCTIONS

NOTE: Read the instructions and application **entirely** before completing the application. The selection of candidates will be influenced by the thoroughness and accuracy of the completed application.

1. Applications must be **completed fully and typed**.
Unless a reasonable accommodation is requested and approved, handwritten applications will be returned.
2. A current copy of applicant's transcripts from all accredited educational institutions **MUST** be submitted with the application form or mailed by the school.
3. Applicant's signature must appear on completed application form.
4. Three letters of recommendation from persons who can evaluate applicant's **character and/or academic qualifications and suitability** for this program must be submitted. Use attached forms.
5. The Office of the Governor complies with the provisions of the Americans with Disabilities Act. All qualified individuals are eligible to participate in the program.
6. Completed applications must be postmarked **no later than January 31, 2009** and sent to:
**MARY ANNE BAKER, Illinois Department of Central Management Services
503 Stratton Office Building • Springfield, Illinois 62706**

PART A

PERSONAL INFORMATION

Last Name: _____ First Name: _____ Middle Initial: _____
Current Address: _____
City: _____ State: _____ Zip Code: _____
Last Date at this address: _____ Social Security No.: _____
Home Phone: _____ Work Phone: _____ Email: _____
Permanent Address: _____
City : _____ State: _____ Zip Code: _____
Permanent Phone: _____ Contact Person: _____ Relationship: _____

PART B

EDUCATION

Undergraduate
Institution(s): _____
Major or Field: _____ Minor: _____
Dates Attended: _____ Cumulative GPA: _____
Type of Degree: _____ Date Received or Expected: _____
Graduate Institution(s), if
applicable: _____
Major or Field: _____ Dates Attended: _____
Type of Degree: _____ GPA: _____ Date Received or Expected: _____

PART C

COLLEGE ACTIVITIES, HONORS AND COMMUNITY INVOLVEMENT

Rank and summarize activities in which you participated in order of importance to you in the sections below. Include honors you received and community and/or public service activities in which you were involved in during your college career. **Do not attach a resume in lieu of completing this section.**

COLLEGE ACTIVITIES

- 1 _____
- 2 _____
- 3 _____
- 4 _____
- 5 _____
- 6 _____

COLLEGE HONORS

- 1 _____
- 2 _____
- 3 _____
- 4 _____
- 5 _____
- 6 _____

COMMUNITY INVOLVEMENT

- 1 _____
- 2 _____
- 3 _____
- 4 _____
- 5 _____
- 6 _____

PART D

WORK EXPERIENCE

List most recent employment first and attach a separate sheet if necessary.

	Agency/Company	Location	Inclusive Dates	Position Held & Description of Duties
1				
2				
3				
4				

PART E

CERTIFICATION

I understand I may be required to submit proof of previous employment, education, military service or any other statements in this application. I authorize release of this and other information covering job related factors for purposes of verification and determination of suitability for state employment. I certify that the information on this application is true and to the best of my knowledge.

As a condition of employment, state law requires that "every male born on or after January 1, 1960, and less than 27 years old, shall submit documentation, at time of appointment, evidencing his registration with the Federal Selective Service System."

WRITTEN SIGNATURE

DATE

PART F

PERSONAL STATEMENT

Briefly, what qualities will you bring to the fellowship program? What are your career goals or plans? How would your selection to this fellowship program assist you in achieving these goals? What do you expect to gain from this program?

(Limit response to 500 words or less)

PART G

ESSAY

Identify and analyze a public issue that you feel has great impact on state government(s). State the issue clearly and factually. Please be sure to include your opinion of the issue as well as supporting arguments.
(Limit response to 1,000 words or less. Use the following sheet if necessary)

(ESSAY CONTINUED)

PART H

PROGRAM PLACEMENTS AND POSITIONS

Review the list of positions on the following pages. Select and rank the top three that interest you. Although there is no guarantee that you will receive one of your three choices, your preferences play a role in the placement process.

	Position	Location
1		
2		
3		

PREFERRED PLACEMENT LOCATION:

☐ Springfield, Illinois ☐ Chicago, Illinois ☐ Washington, D.C. ☐ No Preference

Chicago and Washington, D.C. placements are very limited. Will you accept a placement in Springfield if Chicago or Washington, D.C. placements are not available?

☐ YES ☐ NO

2009 DUNN/MARZULLO FELLOWSHIP POSITIONS & PLACEMENTS

For all positions, extensive weekend and evening hours are often required.

Position	Location	Duties	Suggested Majors and Background
Deputy Chiefs of Staff	Springfield & Chicago	Assist with special projects and issues assigned to Deputy Chiefs; compile information for Governor's briefings; research and assist with business, financial, regulatory, legislative and policy issues; respond to constituent correspondence; other duties as assigned.	Communications, Political Science, Public Policy, excellent analytical, writing and verbal skills, knowledge of computers, excellent interpersonal skills.
General Counsel	Chicago	Assist Legal Counsel to the Governor; legal and legislative research; drafting of legal documents; other duties as assigned.	Law office intern experience or strong background in legal/criminal justice studies. This is a research-intensive position.

Governor's Legislative Office	Springfield	Track legislation; organize information on agency initiatives; attend legislative hearings; draft responses to constituent and legislative communications to the Governor; other duties as assigned.	Excellent verbal and written communication skills, strong work ethic, sense of humor, good interpersonal skills, understanding of the Illinois legislative process.
Governor's Policy Staff	Springfield & Chicago	Serve as assistant to policy staff in one or more of the following areas: educations, health and human services, public safety, environment and natural resources, business and economic development; other duties as assigned.	Political Science, Government, Social Work, Sociology, Environment and Natural Resources, Economics, International Business and Relations, Excellent written communication skills, good analytical, organizational and interpersonal skills, strong computer skills.
Governor's Press Office	Springfield & Chicago	Review news coverage; compile media reports for Governor and staff; write press releases; make media calls; compile media clips; answer telephones; other duties as assigned.	Journalism, Public Relations, Communications, Political Science, knowledge of state government and current issues facing the State. Excellent verbal and written communication skills, good grammar and use of English language.
Governor's Scheduling and Advance Office	Chicago	Assist in preparation of Governor's schedule; help plan Governor's events; assist with correspondence; other duties as assigned.	Excellent verbal and written communication skills, positive attitude, self-started, flexible, good interpersonal skills.
Federal Liaison	Washington, D.C.	Serve as legislative liaison on federal issues; work with agencies to develop state policy positions; monitor legislation; other duties as assigned.	Political Science, excellent communication skills, knowledge of legislative process.
Special Projects	Chicago	Assist in projects related to Governor's main initiatives, program outreach, marketing and events and policy; other duties as assigned.	Excellent communication and interpersonal skills, computer skills, ability to multi-task and effective organizational skills.
Governor's Office of Management and Budget	Springfield	Serve as budget analyst; review agency budgets and make recommendations to division Chief on fiscal/policy issues; conduct research on special long-term projects; other duties as assigned.	Public Administration, Accounting, Business Administration, Economics, Finance, Political Science, excellent analytical and math skills, knowledge of computers (spreadsheets preferred), excellent verbal and written communication skills.

LETTER OF RECOMMENDATION

Name of Applicant: _____
Please Print

Please evaluate the applicant for the 2009 James H. Dunn, Jr. Memorial Fellowship/Vito Marzullo Internship Program. You may use the reverse side or submit separate page(s) on letterhead, if necessary.

RECOMMENDER'S SIGNATURE

DATE

Name: _____

Place of Employment: _____ **Position:** _____

Address: _____

City: _____ **State, Zip:** _____

Phone: _____ **Email:** _____

Return this form and letter of recommendation (if attached separately) directly to:

Mary Anne Baker, Dunn Fellowship Program Administrator

Illinois Department of Central Management Services

503 Stratton Office Building

Springfield, Illinois 62706

Phone: 217.524.1381 • Fax: 217.558.4497 • TDD: 217.785.3979

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